



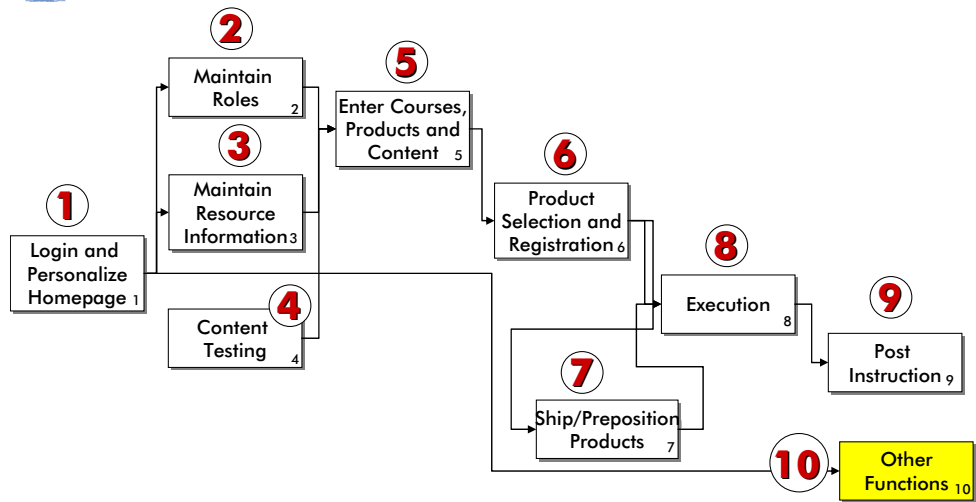
Other Functions

Office of the Project Manager, Distributed Learning System

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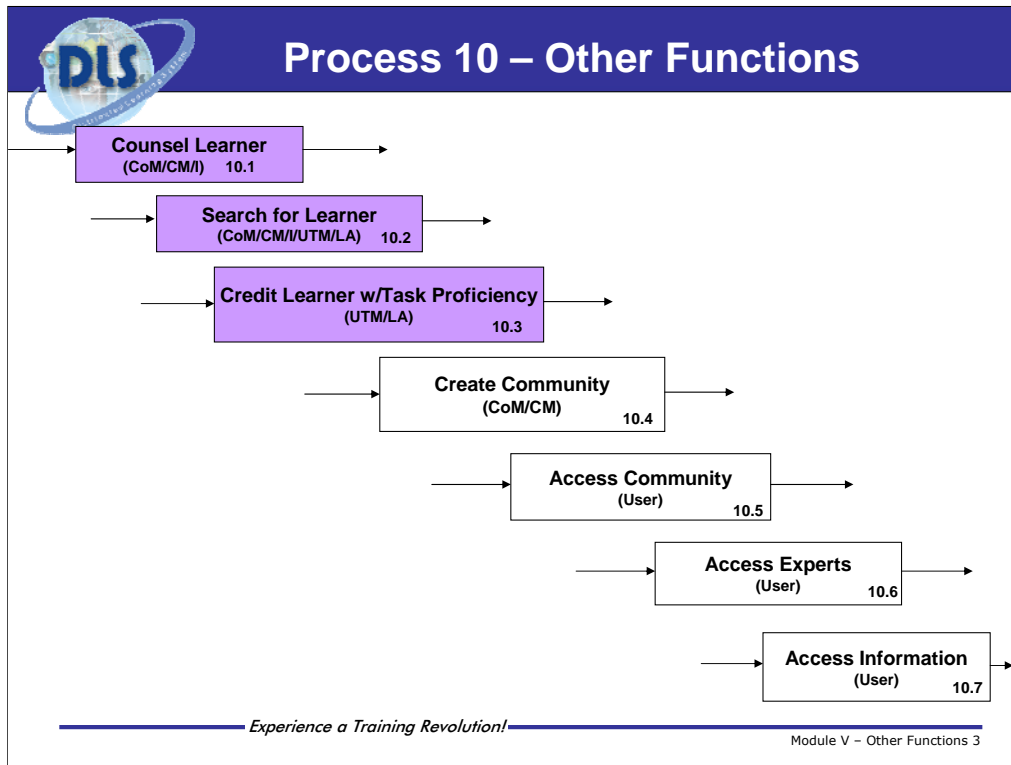


Process 10 - Other Functions



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Module V - Other Functions 2



Counsel Learner: The responsible Role Based User can use the ALMS to record remarks about counseling a Learner using the “Notes” function on the Left Navigation Bar of the Learner’s personal record.


[Navigation: People, Learner username]

The ALMS will record the Note, who made the note, and the date and time as an entry under the notes link. Click on a stored Note to read the contents of the Note.

Search for Learner: Responsible Role Based Users can locate the record of any Learner who has been established in the ALMS.

[Navigation: People, Learner’s username]

Credit Learner with Task Proficiency: The ALMS allows supervisors to grant Skills based on observation or evaluation outside the system. The user Role for this is UTM or LA.



Awarding Skills


Calendar

Contact Us

Help

About

Log Off



Go to:
My Team

Team Summary

Approve Requests

Profiles

Courses

Compare Skills

Initiatives

Ad Hoc Learning

Reports

Add Direct Report

Stephen Eldred's

Direct Reports

John Adams

Raymond Aguirre

John Carley

Patrick Eighth

Jacob Fifth

James Harris

Matthew Johnson

Sam Ninth


VIEW PROFILES

Choose which element of an User's current profile you would like to view.

Name	Profile Element	
John Adams	Registrations	GO
Raymond Aguirre	Registrations	GO
John Carley	Registrations	GO
Patrick Eighth	Registrations	GO
Jacob Fifth	Registrations	GO
James Harris	Registrations	GO
Matthew Johnson	Registrations	GO
Sam Ninth	Registrations	GO
Michael Olsen	Registrations	GO
Kathie Powell	Registrations	GO


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Skills Displayed by Individual

[Calendar](#)
[Contact Us](#)
[Help](#)
[About](#)
[Log Off](#)



Go to:
My Team




[Team Summary](#)
[Approve Requests](#)
[Profiles](#)
[Courses](#)
[Compare Skills](#)
[Initiatives](#)
[Ad Hoc Learning](#)
[Reports](#)

Add Direct Report

Stephen Eldred's
Direct Reports

- John Adams
- Raymond Aguirre
- John Carley
- Patrick Eighth
- Jacob Fifth
- James Harris
- Matthew Johnson
- Sam Ninth

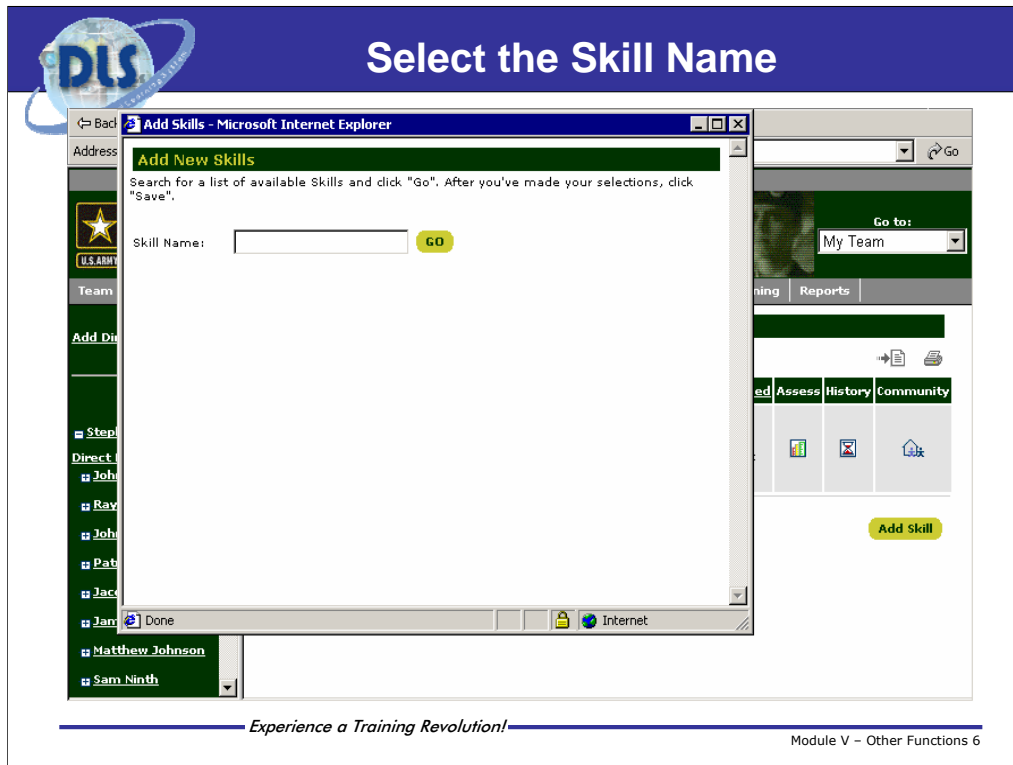
Skills: John Adams

Skill Group	Skill Name ▲	Weighted Proficiency	Last Assessed On	How Assessed	Assess	History	Community
Fire Direction Specialist	061-288-5102 - MAINTAIN OPERATIONAL GRAPHICS ON A MAP	Average	10/29/2004	Manager Assessment			

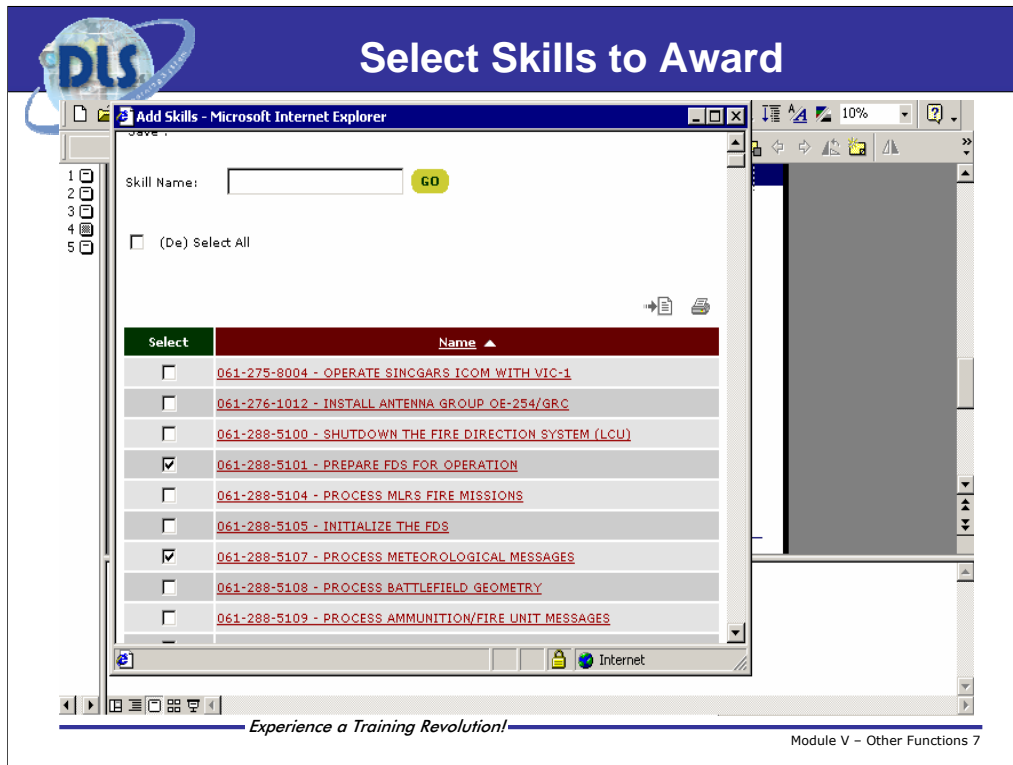
Add Skill

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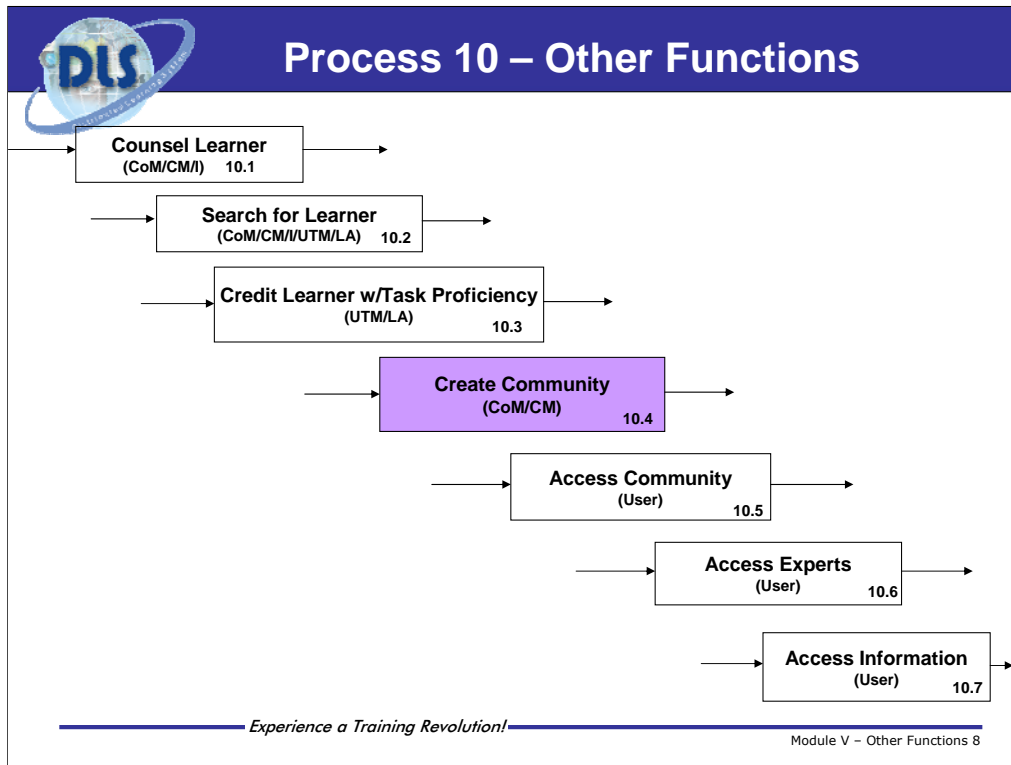
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Provide the Skill name you wish to award to this individual and click “Go.” You may also search with just part of the name such as the Proponent’s code at the beginning of the Skill Name.



Select the Skills you want to award from the list (if any). Click “Select” at the bottom of the Skill list.



Create Community:

[Navigation: from My Home, Communities drop down menu, Create]

If you have the Communities entry on the drop down menu, you can create a community.

In the left navigation bar click on Create Communities.

Enter the name of your new community in the Name window. Provide a brief description of the purpose and membership of the community in the Description window.


SLIDE 5 - NOTES

Select the rules for allowing experts to join the community and adding attachments.

Click on "Save" in the lower right corner of the window.

ACCESS COMMUNITIES:

[Navigation: Select COLLABORATION in the second horizontal navigation bar]



Add a Community Screen


Calendar

Contact Us

Help

About

Log Off



U.S. ARMY

Go to:

Communities

Community

Critique

Questionnaire

Q&A

Reports

Search

Create

Additional information will appear after you save the object.


Community Details

Save


Name *

☐ Enable

Security Domain *



Community Administrator



☐ Allow users to add themselves as experts

☐ Allow any user to add attachments

Custom0

Custom1

Custom2

Custom3

Custom4

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Other Functions Summary

What We've Learned...

- ➔ Counsel Learners
- ➔ Search for Learners
- ➔ Credit Learners with Task Proficiency
- ➔ Create Communities

Questions?

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Module V – Other Functions 10

In this lesson you learned about Other Administrative Functions in the ALMS

The following key points were discussed within the lesson:

Counseling of Learners

Searching for Learners

Crediting Learners with Skills

Creating Communities.

LADIES AND GENTLEMEN WHAT ARE YOUR QUESTIONS IN REGARD OTHER ADMINISTRATIVE FUNCTIONS WITH THE ALMS.